

**POLICY AND PROCEDURE**

**FREEDOM OF INFORMATION LAW (FOIL) REQUESTS**

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Policy: It is the policy of the Town of Guilford to provide citizens interested in obtaining records related to government operations access to records. Records include documents, tapes, and computer discs. Access to records is limited by certain exemptions including those that intend to protect privacy, the names of confidential informants, and those where the production of records would impair, interfere with, cause substantial injury or endanger an individual or government operation. FOIL does not require a government agency to provide advice or create a record. The Committee on Open Government is charged with furnishing any person with an advisory opinion for other appropriate information regarding the Freedom of Information Law. (Public Officers Law, Article 6).

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Procedure:

1. All requests to inspect or copy records of the Town of Guilford must be made in writing and faxed or mailed to the Town Clerk of the Town of Guilford. If not using a form (see attached form), name, mailing address, phone number, and email (if applicable) must be included so our office can contact the requestor with any questions.
2. All requests to inspect or copy records, or to have copies made of records, shall adequately describe the record sought, and whenever possible, the requesting party shall supply information as to dates, file designations, and any other information that may help to identify the record sought. In the event the request does not adequately describe the records sought, the party will be notified.
3. A fee of \$0.25 per page for copies of documents and/or computer printout pages will be applied to the request. Fee for tapes or computer discs will be \$5.00 per tape/drive.
4. In the event we are required to expend more than two (2) hours of an employee's time in reproducing the requested records, we may charge our actual cost in accordance with Public Officers Law section 87(1)(c). In such a case, an estimate of the actual cost will be provided to you.
5. Town Clerk has 5 business days to comply with or reject request. Compliance may include notifying requestor that it will take longer than 5 days to gather the requested information.

TOWN OF GUILFORD  
223 MARBLE ROAD  
GUILFORD, NY 13780

REQUEST FOR ACCESS TO PUBLIC RECORDS

PLEASE PRINT

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Does applicant apply on own behalf? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, please insert the name and address of the person or organization on whose behalf the applicant is acting:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

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Please list the records, determinations, minutes, rules, or other documents you wish to examine or have copied. (Photocopy charge is \$.25 per page, tapes/computer drive \$5.00)

Item	Date filed
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant's Name (print or type)

**Note: The Agency has 5 business days to comply with or reject this request.**